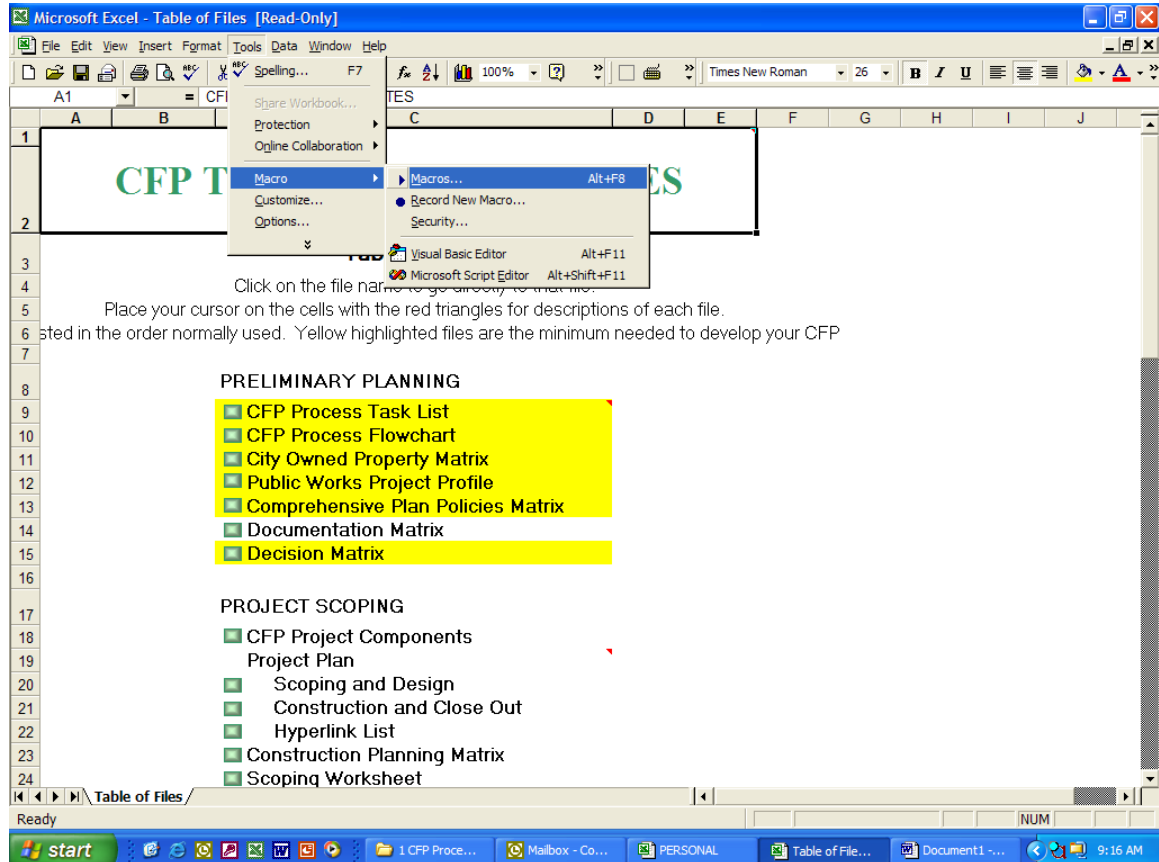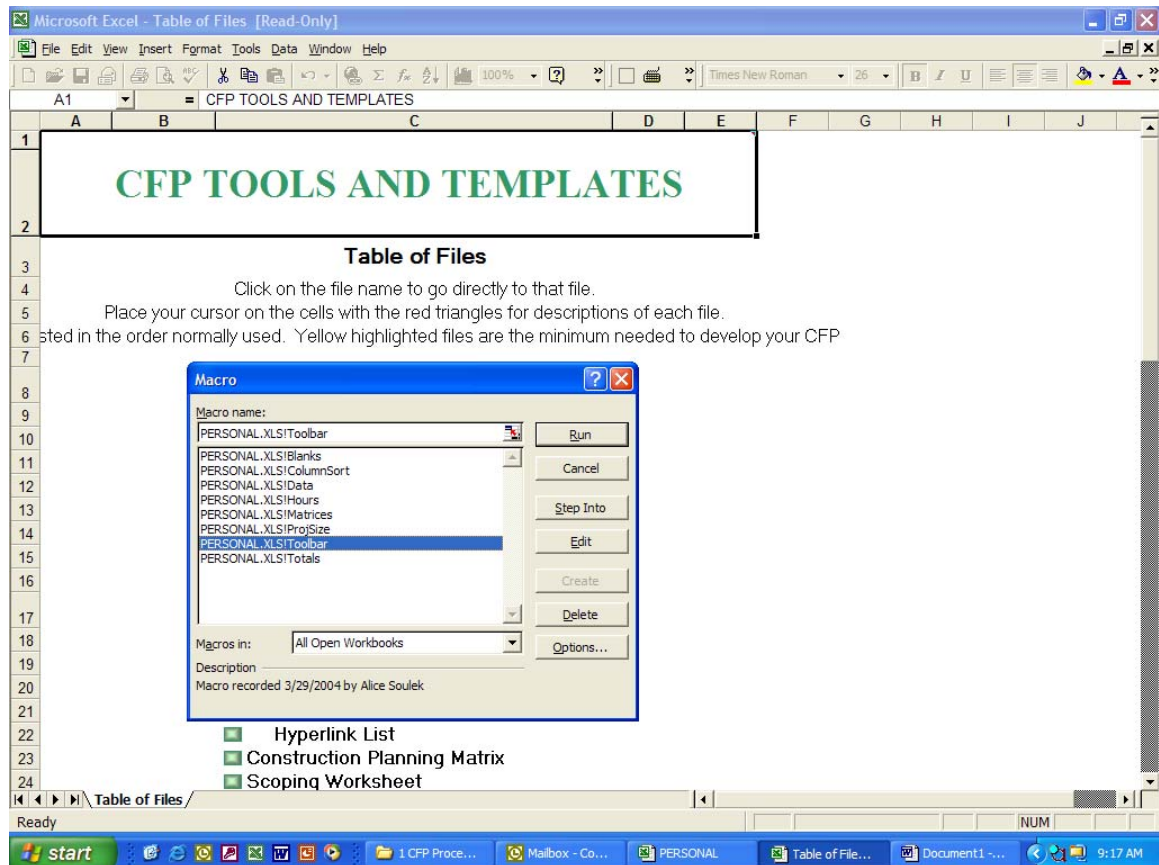# Assigning the Macros and Hyperlinks

The following screenshots show how to find your toolbar and assign the macros and hyperlinks. To find your toolbar go to: Tools, Macro then Macro.

A listing of macros will come up. Highlight the macro called "PERSONAL.XLS!Toolbar" and click "Run." This will bring up the smiley faces – it only shows 8 smiley faces however, there is one in the middle – although there is not a picture.
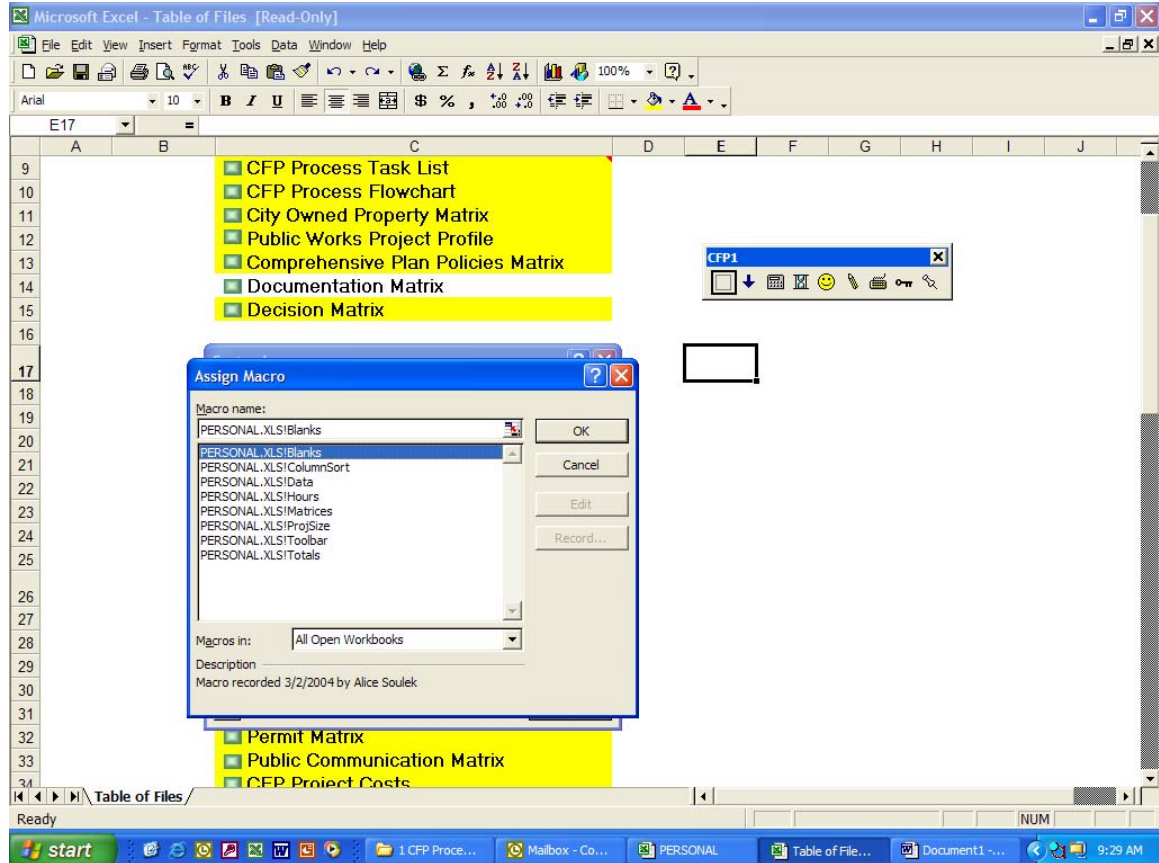
To assign the macros and hyperlinks, go to View, Toolbar and Customize. Leave the customize box open while you are assigning the macros.
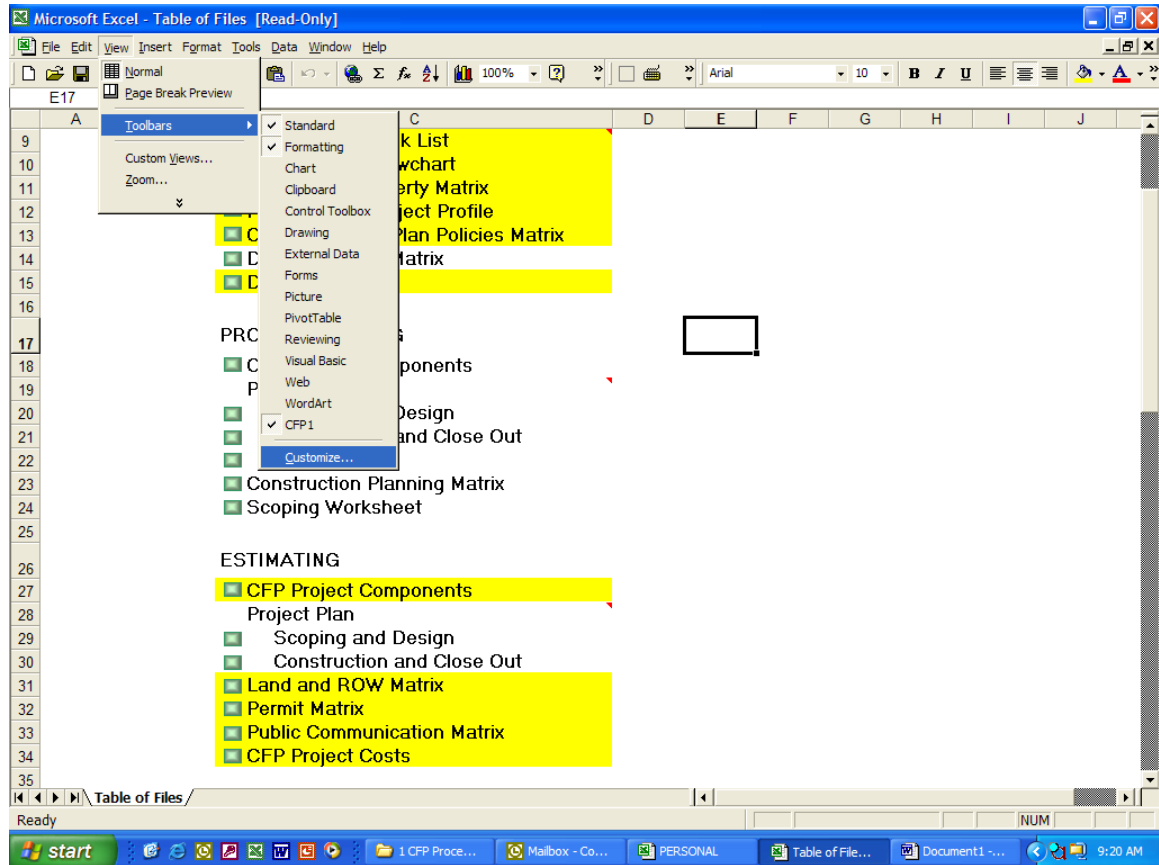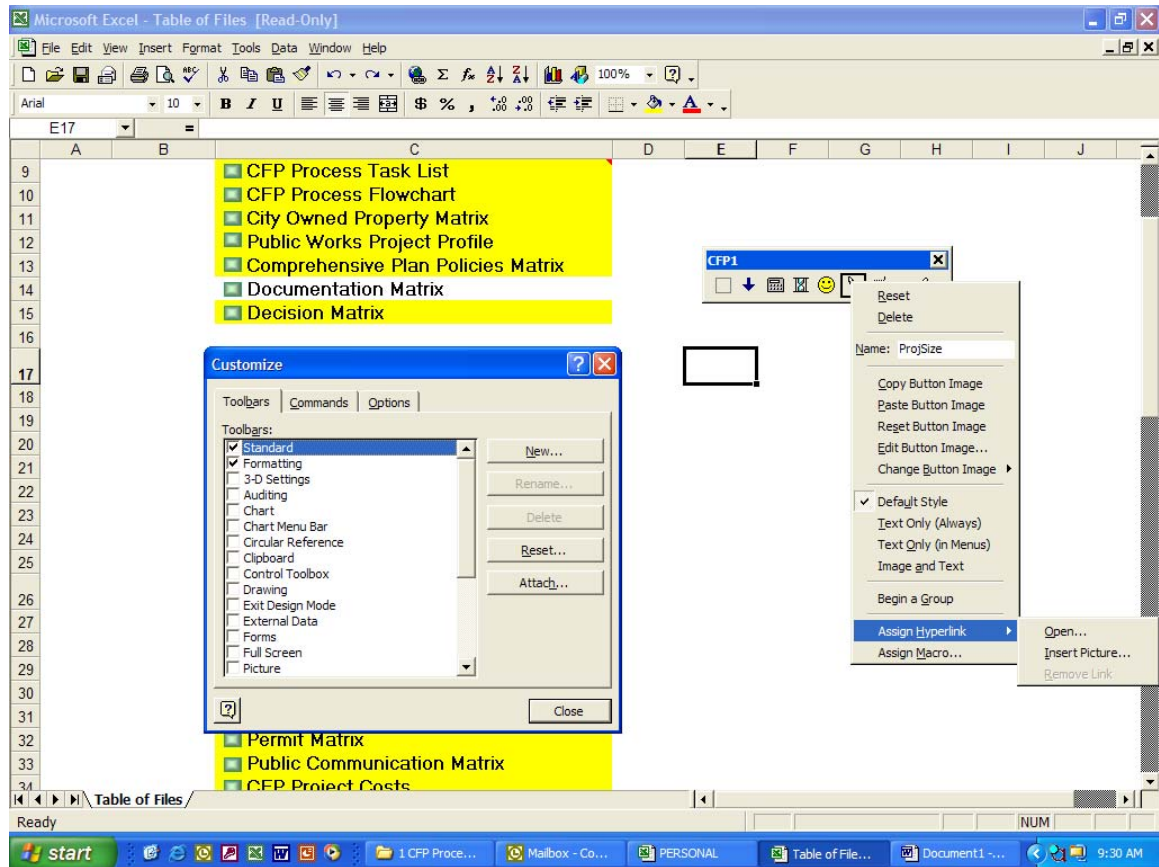
Right click on the first smiley face and a drop down box will appear. Go to assign macro.
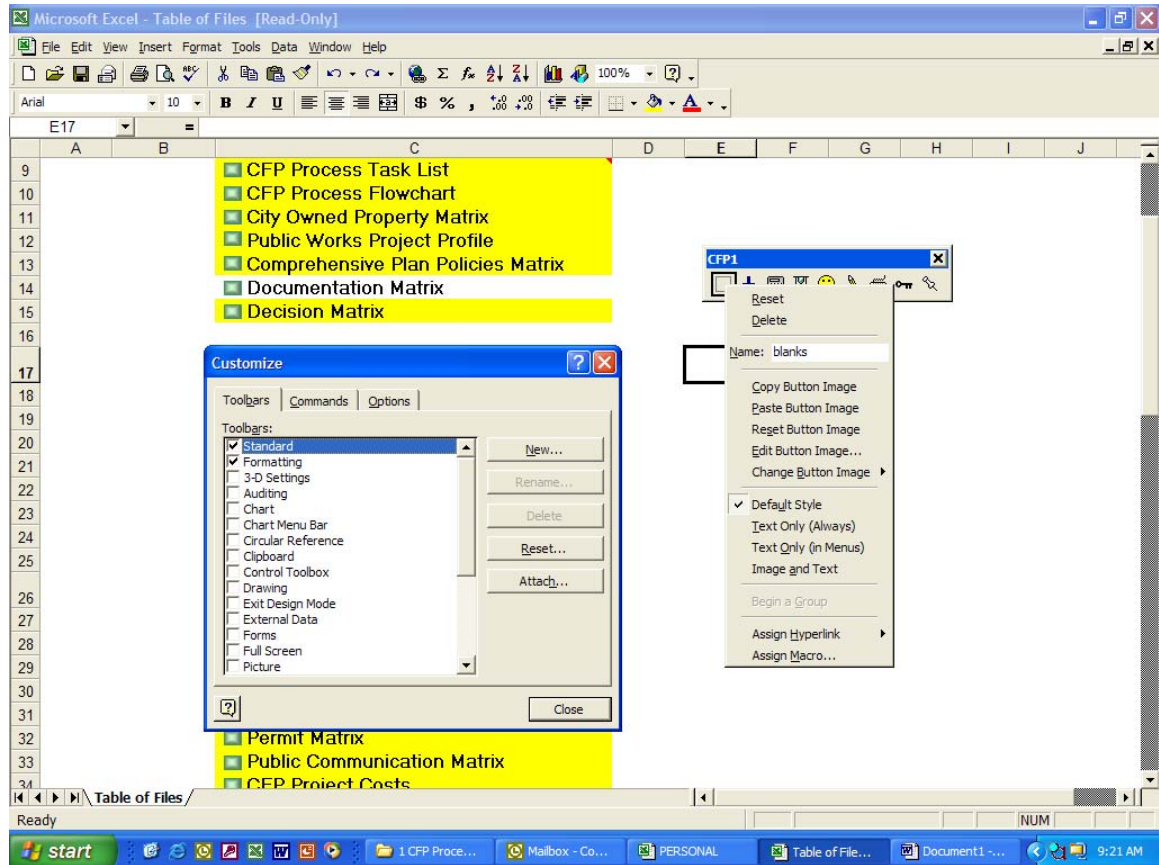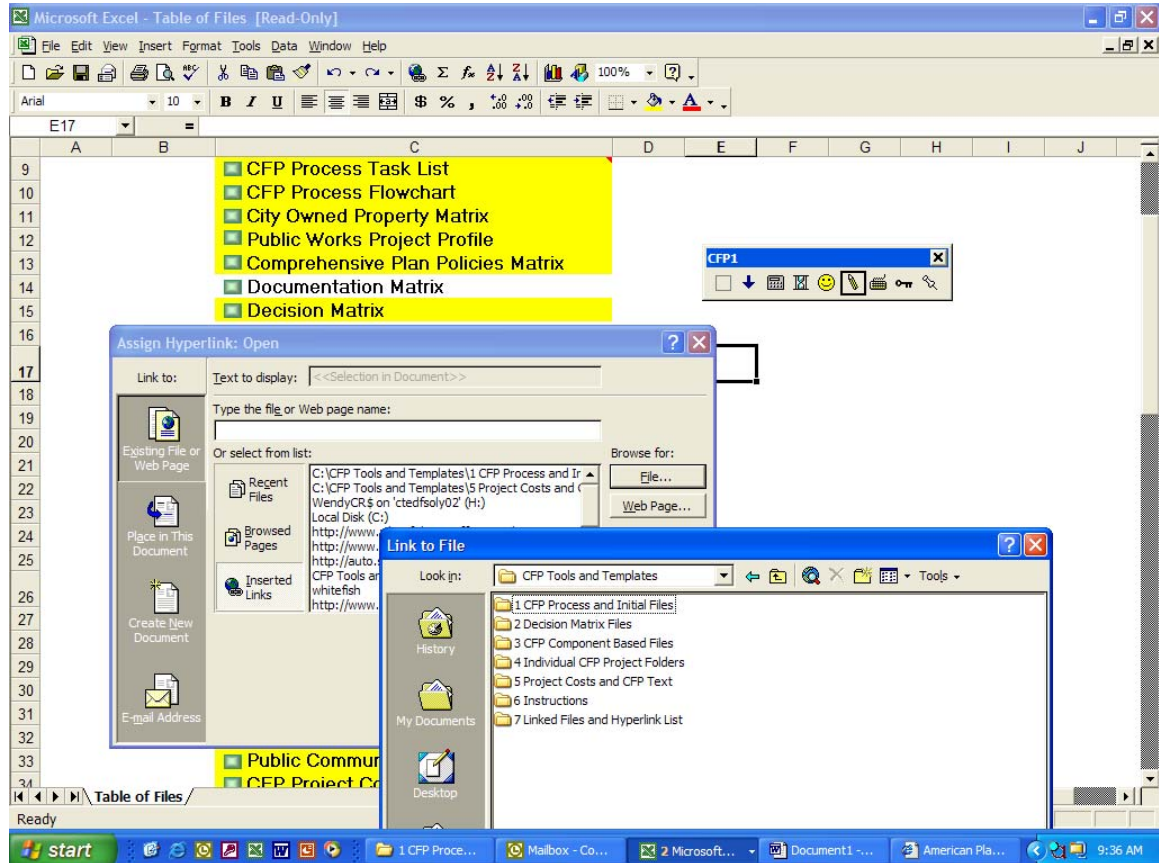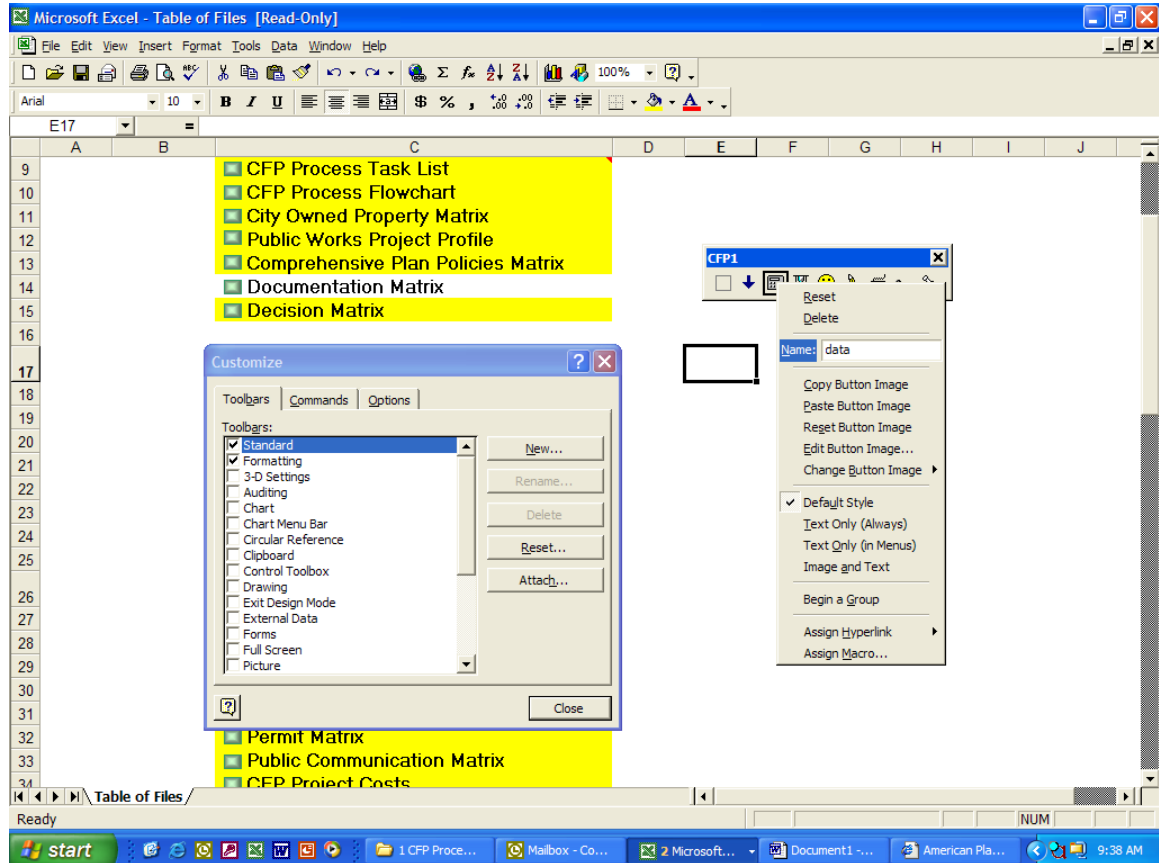
Choose PERSONAL.XLS!Blanks

For assigning Hyperlinks right click on the picture, highlight assign hyperlink then click open.
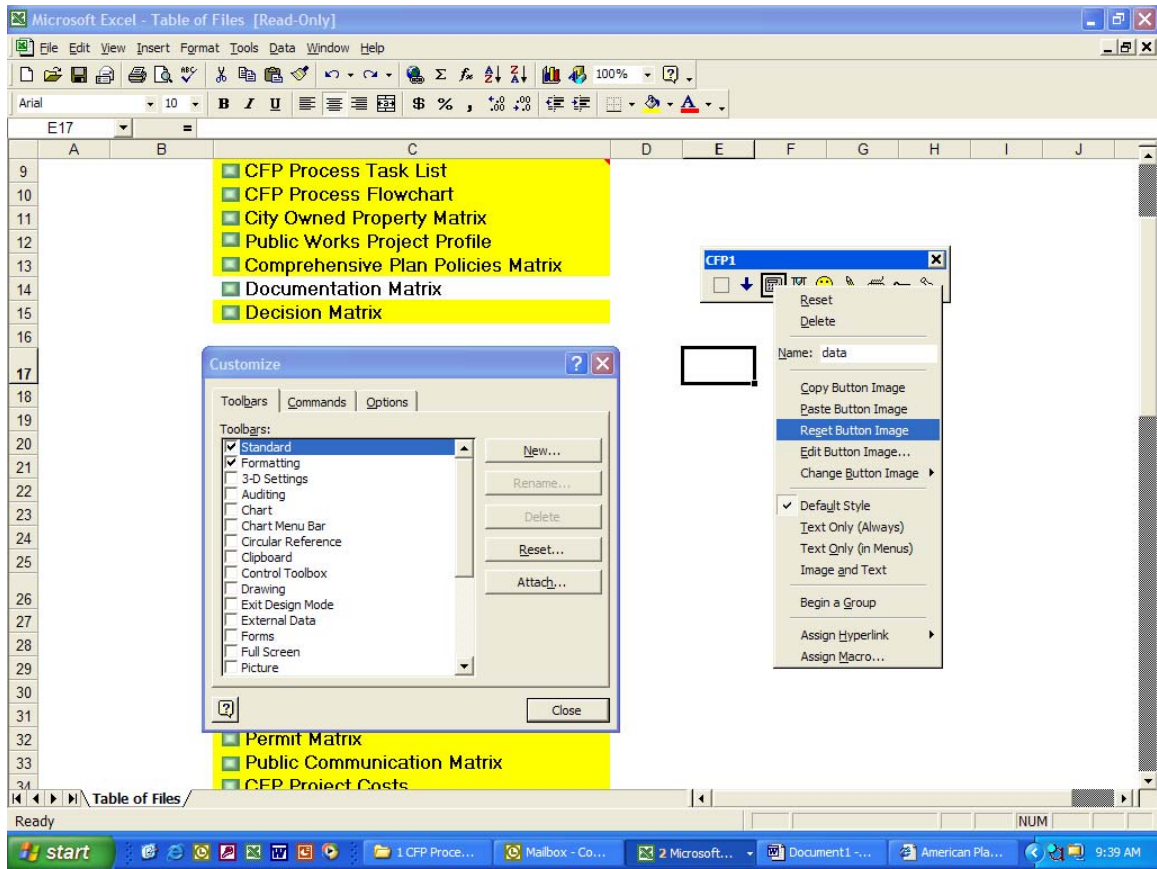
Click on "File" and browse in your files to assign the right link. Then Click "OK."

Buttons can be named and a new picture assigned to better keep track of what they do.

Here is where it is named

Here is where the button image is reset.